

Merrillville Community School Corporation

PERSONNEL MESSAGE

**Job Posting
Certified
June 20, 2008**

TITLE: Title I Teacher
Merrillville Intermediate School

FILING DEADLINE: **June 26, 2008 @ 3:00pm**

REPORTS TO: Building Principal

JOB GOAL: To provide meaningful instruction in the area of Title I Reading and related topics.

PERFORMANCE RESPONSIBILITIES:

1. Develops lessons plans and selects supplemental materials appropriate for individual and small group instruction. Presents written evidence of such plans upon the request of the building principal.
2. Develops instructional objectives for each lesson concerning what students need and should learn and relate them to the course and state standards.
3. Uses appropriate assessment tools to determine the instructional reading level of new students and identify students in need of instructional support.
4. Create and maintain an atmosphere conducive to each students' emotional and behavioral development; one in which the students can develop a sense of worth and dignity.
5. Confers with parents and teachers of students concerning reading problems and suggested remedial strategies.
6. Maintains records and reports on individual students as are necessary to the successful execution of the job.
7. Collaborates with other teachers to coordinate instruction.
8. Implement all corporation policies as they relate to the classroom.
9. Requisition all prescribed instructional materials and supplies necessary to complete the academic year.
10. Complies with the Corporation's Parent-Teacher Conference policies in order to better communicate pupil progress and to interpret school programs to parents.
11. Confers with parents and teachers of students concerning reading problems and suggested remedial strategies.
12. Conducts informative and formal Title I meetings for parents.
13. Organizes school wide Title I reading incentive programs.
14. Assists with professional staff development in reading.
15. Collects and completes required Title I local, state, and federal forms and materials in a timely fashion.
16. Candidate must have successful interview with building Principal.

QUALIFICATIONS:

1. Eligible for appropriate State of Indiana license with reading endorsement
2. Background of successful elementary school classroom teaching experience
3. Meet qualification as Highly Qualified Teacher requirements
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
5. Proven reliability, good organization skills, and ability to work well with students, parents and staff

To Apply: **Online Application @ www.mvsc.k12.in.us/jobs**

Terms of employment 2008-2009 School Year - Renewal of position is dependent on Title I funding

Contract: Full Time, Regular Contract

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the MCTA's policy on certified staff evaluation.